



# Indiana Department of Education

SUPPORTING STUDENT SUCCESS

## MEMORANDUM

**TO:** Superintendents and Principals

**FROM:** Donna Smith, Textbook Adoption Coordinator

**DATE:** April 24, 2009

**SUBJECT:** Request for Textbook Reviewers for Mathematics Adoption

Your assistance is requested in identifying persons both highly qualified and interested in evaluating textbooks for Mathematics for the Advisory Committee on Textbook Adoption. The evaluation information from the reviewers will be used by the Advisory Committee to develop the textbook adoption recommendations for the State Board of Education and the official state adoption list.

Sample copies of the textbooks being submitted for adoption will be sent to all reviewers during the month of June. After the evaluation process, the reviewers may keep the materials for use in their classrooms.

Reviewers will need to be available on July 17, 2009 for a meeting in Indianapolis, and will be reimbursed for any travel expenses incurred to attend. At this time, they will discuss the materials they have previously reviewed with all of the other reviewers. Training sessions will be offered through conference calls in May and June.

Applications should be submitted by e-mail or mailed to DOE no later than May 15, 2009. While all applicants will not be selected, the procedure does allow for representation throughout the state. The application can also be found online at [www.doe.in.gov/olr/textbook](http://www.doe.in.gov/olr/textbook).

***Application for Textbook Reviewers***  
***For Mathematics***

Name: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address, City, Zip Code: \_\_\_\_\_

\_\_\_\_\_

School Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

Home Address, City, Zip Code: \_\_\_\_\_

\_\_\_\_\_

Home Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Current Teaching Assignment \_\_\_\_\_

Please check the grades for which you want to be a reviewer. If more than one area is checked, indicate your first choice. **You must be available for the review meeting on Friday, July 17, 2009.**

\_\_\_\_\_ Mathematics, Grades 1-2

\_\_\_\_\_ Mathematics, Grades 6-8

\_\_\_\_\_ Mathematics, Grades 3-5

\_\_\_\_\_ High School

Please describe your qualifications for serving as a state reviewer. Include information about your knowledge of your content area.

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Signature \_\_\_\_\_

Please submit this form by May 15, 2009 to Donna Smith, Indiana Department of Education, 151 West Ohio Street, Indianapolis, IN 46204. Additional contact info: [dosmith@doe.in.gov](mailto:dosmith@doe.in.gov); (phone) 317-232-9190; (fax) 317-232-9121. You will be notified by e-mail if you are selected as a reviewer.